

New Creation
Local Human Rights Committee
Meeting Agenda
September 5, 2012
Group A
Kingdom Dominion
491 Southlake Blvd.
Richmond, VA 23236
(804) 350-9987

I. Call to Order

Meeting was called to order at 6:00pm.

II. Introductions

All members in attendance introduced themselves.

III. Approval of Draft Minutes for June 6, 2012

The minutes from the June 6th meeting was approved by the Committee and two corrections needed to be made prior to approval of all minutes from the June 6th meeting. The first correction was to indicate that Linda Jones, LHRC Member was absent at the June 6, 2012 LHRC meeting. The second correction on page 4 item IX was a typo correction of the word Vice-Chair.

IV. Public Comment

Mr. Hasan Zarif, the former Chairman addressed the Committee and offered his well wishes, shortly thereafter he left.

V. Old Business:

1) LHRC Follow-up RE: Quarterly Report Revisions for 1st Quarter – January 1, 2012 to March 31, 2012

All corrections from the Quarterly Reports for the 1st quarter, January 1-March 31 Quarter were approved by the Committee with the exception of Upside to Youth Services. The Committee approved a motion to recommend a citation to the Office of Licensing for Upside to Youth Services for failure to submit requested corrections to the Quarterly Report for the 1st quarter (January 1 – March 31 2012) by the requested due date. The Committee also approved a motion to recommend a citation to the Office of Licensing for Upside to Youth Services for failure to send a representative to the September 5, 2012 LHRC meeting.

2) LHRC Recommendation to Rescind Citation RE: Impact Youth Services

The Committee approved a motion to rescind the recommendation for citation to the Office of Licensing for Impact Youth Services which was made at the March 7, 2012 LHRC meeting concerning the late submission of this provider's Annual Report. Although the Committee did not have the report at the March 7, 2012 LHRC meeting, the provider submitted acceptable

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documentation that the Annual Report was in fact submitted to the designated recipient prior to the January 15, 2012 deadline.

VI. New Business:

1) Approval was given to grant LHRC affiliation to Supportive Intervention Services LLC for the provision of Mental Health Support Services in Richmond, VA.

2) Approval was given to grant LHRC affiliation to Life Services Inc. for the provision of Mental Health Support Services in Hanover, Henrico and Richmond, VA.

The Committee informed the above providers that they are required to have a representative in attendance at the human rights meetings and that failure to do so could result in a recommendation for citation to the Office of Licensing. Both providers were assigned to Group A of the New Creation Local Human Rights Committee.

3) The Committee reviewed and accepted the policies and procedures for Supportive Intervention Services LLC and Life Services Inc.

4) Johnson Family & Residential Services was again informed by the Committee that they are required to prepare reports for the Committee for all sponsors that they are no longer working with as well as new sponsors that they have made contracts with. These reports are due to be submitted to Mr. Bain by the reporting deadline listed on the Meeting Dates and Reporting Months schedule so that it may be reviewed by the Committee prior to the scheduled meeting.

5) The Chair reviewed the revised Meeting Dates and Reporting Months Schedule with providers. The Chair emphasized that all quarterly reports for the 3rd quarter for the period July 1-September 30 are to be e-mailed or faxed by November 19, 2012 by 5pm to Mr. Bain. The Chair also reminded providers that the Annual Reports are due by January 15, 2013.

6) The Chair reviewed the LHRC Expectations for Provider Attendance memo. The Chair emphasized that in the event that a provider does not have a company representative at a human rights meeting, the Committee will entertain a motion to recommend that the provider receive a citation from the Office of Licensing.

7) The Chair reviewed the LHRC Expectations Memo Concerning Requests for Written Documentation. The Chair emphasized that providers who fail to submit documentation within the requested timeframe may be subject to a recommendation for citation to the Office of Licensing. Additionally, the Chair advised providers that citations are recommended by the LHRC for providers who fail to submit quarterly and annual reports in a timely manner or who

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fail to submit LHRC requests for follow-up information. The Local Human Rights Committee stated several times that all quarterly reports are required to be submitted from Group A and Group B providers regardless of whether or not your group is scheduled to attend.

VII. Quarterly Report Reviews for Periods April 1, 2012 – June 30, 2012 – 2nd Quarter

Each provider in attendance presented information from their quarterly report covering the periods of April 1-June 30, 2012.

Group A - Creative Youth Concept, Kingdom Dominion, and Johnson & Family Support Services were required to resubmit quarterly report for changes identified by the Committee by September 19 no later than 5:00pm. All other quarterly reports from Group A were approved.

The Committee recommended citations be made to the Office of Licensing for Creative Youth Concepts and Johnson & Family Support Services for failing to submit their quarterly reports by the requested due date.

Group B - Open Arms Family Support Services requires additional clarification for pg. 4, question 1. Richmond Private Methadone Clinic needs to change the number of cases closed to 1 on pg. 2. The committee requested both providers to resubmit their quarterly reports with corrections by September 19 no later than 5:00pm.

The following providers were recommended for a citation for failing to submit the quarterly report by the requested due date: Greatness In You and Proactive Behavioral Services.

VIII. Office of Human Rights Report: In Service Training:

Mr. Curseen introduced and distributed the New Creation LHRC Physician's Orders for Use of Devices for Medical or Protective Purposes form to all providers in attendance. Ms. Kelly Murphy, Chair presented the in service on the purpose and use of this form. The committee strongly recommended that providers use this form whenever medical or protective devices are ordered.

IX. Secretary's Report – Review of Attendance:

6 of the 8 providers attended the meeting. The Committee recommended citations be made to the Office of Licensing for Creative Youth Concepts and Upside to Youth Development for failure to send a representative to the September 5, 2012 LHRC meeting.

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X. Next Meeting Date: December 5, 2012 – Group B at Kingdom Dominion

XI. Adjournment: Meeting adjourned at 7:40pm